

Thank you for your interest in becoming approved to offer the Wisconsin Child Care Foundational Training (CCFT). The Child Care Foundational Trainings are for any individuals looking to enter the child care workforce. These entry-level, department-approved noncredit courses will meet any of the educational requirements for certified and licensed child care programs.

The Child Care Foundational Trainings include the following noncredit trainings:

- Introduction to the Child Care Profession (50 hours)
- Skills and Strategies for the Child Care Teacher (50 hours)
- Fundamentals of Infant and Toddler Care (50 hours)
- Fundamentals of Family Child Care (30 hours)

CCFTs will be offered in blended and face-to-face formats. Face-to-face includes both in-person and virtual platforms, such as Zoom, Skype, Teams, etc. Blended means training time is split between face-to-face and web-based (online) instruction. As of July 31, 2024, correspondence coursework will no longer be offered.

CCFTs will be submitted through the Wisconsin Registry Professional Development Approval System (PDASystem). Individuals will locate training events on the Statewide Training Calendar and enroll using the Wisconsin Registry online registration system. CCFT postcard certificates for completing the training are available electronically on the attendees Registry Accounts.

Both Training Sponsoring Organizations (TSO) and individual trainers will need to be approved through the Wisconsin Registry.

Training Sponsoring Organization (TSO)

If your organization wishes to offer any of the Child Care Foundational Trainings (CCFT), they first need to have an active Program Profile in the Wisconsin Registry. See the [How do I create a Program Profile](#) for step-by-step guidance in creating a Program Profile.

If your organization has a program profile, but is not yet a Registry approved TSO, contact the Wisconsin Registry at support@wiregistry.org to request to become a TSO approved to offer the Child Care Foundational Trainings. Your organization must do the following to be approved to offer the Child Care Foundational Trainings:

- Sign a TSO [Responsibility Agreement for Organizations](#) annually.
- Pay a \$25 annual TSO fee.
- Sign the [CCFT TSO Agreement](#)
- Have at least one Trainer approved to offer the Child Care Foundational Training(s) listed as an employee.

With Online Registration through the Wisconsin Registry PDASystem, your organization will be able to streamline marketing your training, collecting registration, attendance record collection and immediate access to the CCFT postcard completion for participants. Please see the [Online Registration Toolkit](#) for resources and next steps.

For TSO's offering the CCFT by web-based (online) instruction you will be required to use the Wisconsin Registry's Learning Management System (LMS). Technical support will be offered by the Wisconsin Registry in using the LMS. To start working with the Wisconsin Registry LMS, please contact us at support@wiregistry.org.

Trainers

All trainers interested in teaching the revised CCFTs will be required to go through the new trainer approval process, including the Train-the-Trainer events. The CCFT Train-the-Trainer events will cover all four foundational training courses. You only need to attend the Train-the-Trainer event for the specific training you wish to be approved to offer.

Initial CCFT Trainer Requirements:

- Work for or contract with a Wisconsin Registry approved CCFT Training Sponsoring Organization (TSO)
- Tier 3 Trainer Endorsement from the Wisconsin Registry ([Registry Trainer Requirement](#))
- For those interested in teaching the *Introduction to the Child Care Profession* and *Fundamentals of Infant and Toddler Care* courses - Approved Abusive Head Trauma trainer
- Two years of experience in an ECE program working directly with children
- Complete the specific CCFT Train-the-Trainer event(s) for the specific CCFT course(s) you wish to be approved to offer.
- Sign a [CCFT Trainer Agreement](#) through the Wisconsin Registry for using the DCF training content.

Ongoing CCFT Trainer Requirements to maintain approval:

- Yearly Wisconsin Registry Membership renewal with approved Tier 3 Trainer endorsement
- Yearly Wisconsin Registry TSO renewal and sign agreement
- Participate in the Community of Practice and attend at least one event per year.
- Teach each CCFT, for which you are approved, at least once every two years.

If a trainer becomes inactive for failing to teach the trainings at least once every two years, for failing to participate in the community of practice, or not renewing their Wisconsin Registry trainer requirements, they will be placed on an inactive list. To become an active trainer again, it depends on the length of time a trainer has been inactive.

- If a trainer has been inactive for two years or less, they will need to participate in a Community of Practice event to become active again.
- If a trainer has been inactive for more than 2 years, they will need to go through the trainer approval process again.

For step-by-step guidance on how to apply for the Registry Trainer Endorsement, see the [How to Become a Trainer](#) guide.

For more information about offering the CCFT courses, CCFT Train-the-Trainer events and Community of Practice, visit the Wisconsin Department of Children and Families [Child Care Foundational Training page](#).